

CATALYST Guide to Entering the FY 2004-05 Work Plan

Purpose

This documentation provides users with a checklist for completing the FY 2004-05 funding proposal and includes screen shots from CATALYST relevant to entering the work plan. Each screen shot has a menu path documented so users know exactly what to select to generate a specific screen and includes a list of what information to enter and what reports display the information.

Important Dates

Completed proposals are due by March 12, 2003

CATALYST Training Materials

Contractors Resource Website – accessible through CATALYST Help or Utilities Menu CATALYST User Support web link

- Training Materials & Technical Documentation
- Guide to Generating Reports
- Website Map & Reporting Timeline

Technical Assistance

- Paul Davis 360.236.3642 or <u>paul.davis@doh.wa.gov</u>
- Dave Harrelson 360.236.3685 or david.harrelson@doh.wa.gov
- Carla Huyck 360.236.3678 or <u>carla.huyck@doh.wa.gov</u>

CATALYST Web Address

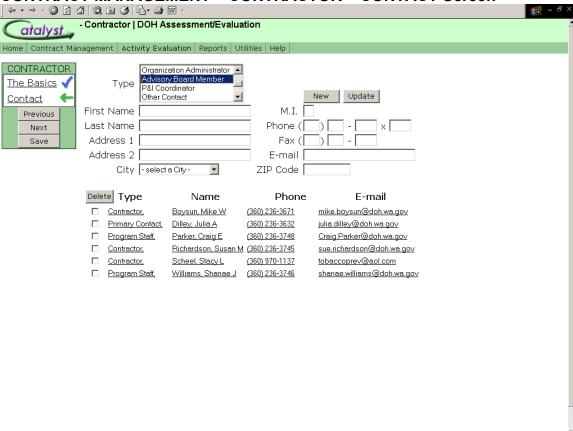
https://fortress.wa.gov/doh/catalyst/home/default.asp



What to do when you get home...

Review the 2004-05 Work Plan Workbook Note changes in required activities
☐ Gather input from Community Coalition/Advisory Board Members Use a variety of resources: Reports in CATALYST (i.e., Planned Activity Detail) 2004-05 Work Plan Workbook (electronic copy on-line) Data on the hidden website (i.e., ATS & HYS results)
 Use data from the Contractors Resource Website as a resource Access through the CATALYST Utilities Menu
 CATALYST Print work plans from previous years – Planned Activity Detail Reports Enter your FY 04-05 work plan in CATALYST
My work plan is done when
Work plan activities have been entered in CATALYST, including all required activities
☐ Advisory Board Members have been updated in CATALYST
☐ The rationale page has been completed in CATALYST
Send both electronic and hard copies of the following items to my contract manager
Completed budget sheet
☐ The information sheet that has been signed by my administrator
☐ The organizational chart
☐ Job description(s) of all TPC staff
☐ A printed Planned Activities Detail report from CATALYST
A message has been sent to my contract manager stating my work plan has been entered in CATALYST

From the CATALYST toolbar select: CONTRACT MANAGEMENT – CONTRACTOR – CONTACT Screen

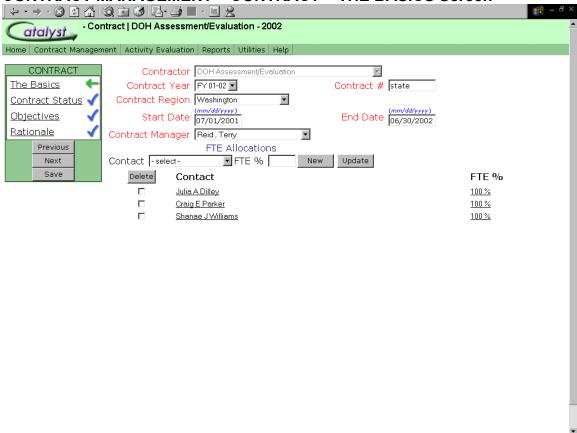


What to enter on this screen:

- Verify the contact information in CATALYST is current
- · Add or delete contractor contacts as needed
- Update Advisory Board Member contact information if necessary
- Contacts for your organization must be listed on this screen in order to appear in contact related dropdown menus throughout CATALYST (i.e., FTE, Time estimate features)

- Contract Reports Contact by Contractor
- Contract Reports Contact by County
- All reports with contact information will list the contact designated as the primary

From the CATALYST toolbar select: CONTRACT MANAGEMENT – CONTRACT – THE BASICS Screen

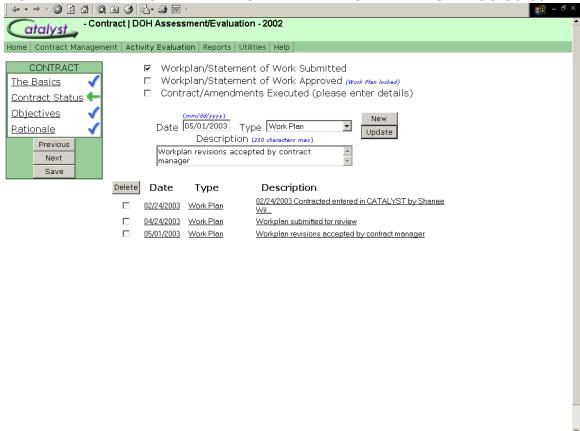


What to enter on this screen:

- The required information for this screen (red text) is entered by DOH
- Use this screen to indicate program FTE allocations

- Contract Reports Contract Summary Report
- A report for the FTE feature is currently being developed
- A message will be posted to the listserv when this report enhancement is added to CATALYST

From the CATALYST toolbar select: CONTRACT MANAGEMENT – CONTRACT – CONTRACT STATUS Screen



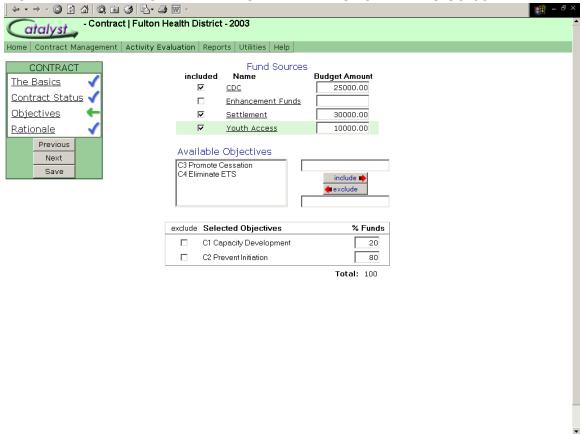
What to enter on this screen:

 Check contract status and review contract manager notes regarding the contract approval process

What reports use this information?

Contract Reports - Contract Summary Report

From the CATALYST toolbar select: CONTRACT MANAGEMENT – CONTRACT – OBJECTIVES Screen



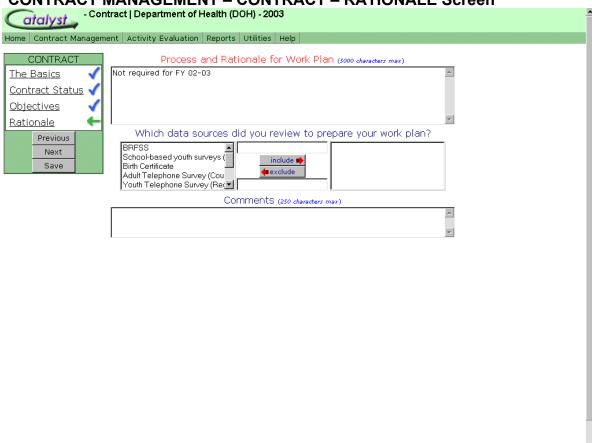
What to enter on this screen:

- Use this feature to indicate budget amount by funding source
- Select Work Plan Objectives for each funding source
- Estimate % Funds by Objective
- Note: This step must be done prior to entering your work plan so that the appropriate workplan objectives are available in the dropdown menu on the work plan screen

What reports use this information?

Contract Reports - Funding Overview Report

From the CATALYST toolbar select: CONTRACT MANAGEMENT – CONTRACT – RATIONALE Screen

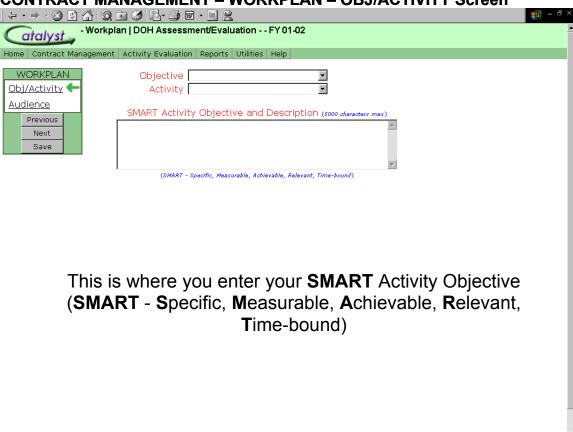


What to enter on this screen:

- Describe the process used to determine activities for your FY 03-04 Work Plan
- Describe how you used relevant data or evaluation to identify your program's target populations, how you gathered input from advisory board members and/or the community, and a description of how this year's work plan builds on previous work plans.
- Use the mover box to documents data sources used in this process

- A report for the Rationale feature is currently being developed
- The information from this feature will be added as an enhancement to the Planned Activities Detail Report (Work Plan Reports)
- A message will be posted to the listserv when this report enhancement is added to CATALYST

From the CATALYST toolbar select: CONTRACT MANAGEMENT – WORKPLAN – OBJ/ACTIVITY Screen



What to enter on this screen:

- Select the Work Plan Objective & Activity Combination
- Write a SMART Activity Objective and Description

- Work Plan Reports Planned Activities
- Work Plan Reports Planned Activities Detail
- Work Plan Reports Contract Plan Worksheet
- Work Plan Reports Statewide Activity Summary

SMART Objectives

Specific: identifies a specific event or action that will take place

Measurable: quantifies the amount of change to be achieved

Achievable (yet ambitious): is realistic given available resources yet challenging enough to accelerate program efforts

Relevant: is logical and relates to the program's goals

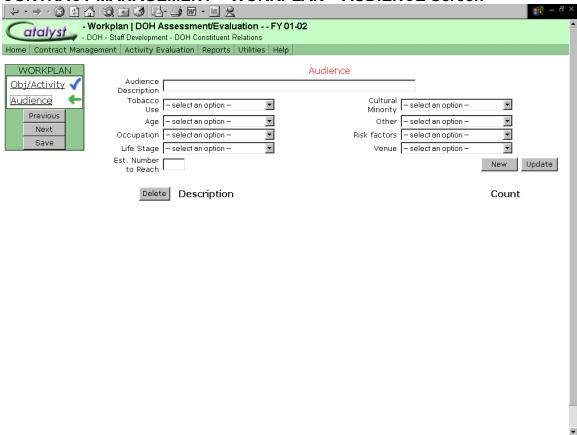
Time-bound: specifies a time by which the objective will be achieved

Examples: (see CATALYST workplan reports for more examples)

TPCP Staff will coordinate and complete required Synar checks by June 30, 2004. TPCP staff will recruit a minimum of 3 youth operatives, between the ages of 14-16 to participate in compliance checks. Youth will be trained, parental permission obtained, and proper identification recorded. Youth will participate in a minimum of three sessions (several hours of compliance checks) each. Hard Copies of the paperwork will be sent to DOH and Liquor Control Board (when appropriate), and report made in CATALYST.

By June 30, 2004, TPC staff will collaborate with all 7 major health care systems in Snohomish County to offer Brief Intervention trainings to 200 health care providers and offer Brief Intervention trainings in 2 drug treatment centers, 2 social service agencies and 1 dental community.

From the CATALYST toolbar select: CONTRACT MANAGEMENT – WORKPLAN – AUDIENCE Screen



What to enter on this screen:

- Describe a target audience for the Objective/Activity combination
- Estimate a number to reach for the contract year
- Select at least one attribute from the dropdown menus (do not select one attribute from each menu)
- Some audience lists have been modified so be sure to review the revised list in the appendix of the Work Plan Workbook

- Work Plan Reports Planned Activities
- Work Plan Reports Planned Activities Detail
- Work Plan Reports Contract Plan Worksheet
- Work Plan Reports Statewide Activity Summary